



**Office of the Assistant Director
Directorate for Education and Human Resources
National Science Foundation**

DATE: August 26, 2021

TITLE: Division Director, Division of Graduate Education
Employment Opportunity – Dear Colleague Letter

Dear Colleague:

The Directorate for Education and Human Resources announces a nationwide search to fill the position of Division Director, Division of Graduate Education (DGE) in the Directorate for Education and Human Resources (EHR). The mission of EHR is to provide the research and development foundation to develop a diverse science, technology, engineering, and mathematics (STEM)-literate public and a workforce ready to advance the frontiers of science and engineering for society. To support this mission, the Division of Graduate Education provides support to U.S. graduate students and innovative graduate programs to prepare tomorrow's leaders in science, technology, engineering, and mathematics (STEM). Three funding opportunities make up the bulk of the DGE portfolio: the Graduate Research Fellowship Program, the NSF Research Traineeship Program, and the Cybercorps® Scholarships for Service Program. Along with the other divisions of EHR, DGE operates the EHR Core Research program for research on STEM learning and learning environments, broadening participation, and workforce.

The Division Director has managerial and oversight responsibilities for organizational goals and objectives by building teams and coalitions for the effective use of division staff expertise and resources within EHR and across NSF. This includes leading the activities of the Division of Graduate Education; supporting U.S. graduate students and innovative graduate programs to prepare tomorrow's leaders in science, technology, engineering, and mathematics (STEM); assessing emerging needs and trends in STEM learning at the graduate level; and developing breakthrough opportunities, implementing overall strategic planning, and policy direction. He or she will supervise, and provide leadership for, senior executive-level DGE staff, scientific staff, and administrative professional personnel. The DGE Division Director is a key member of the senior leadership team of the EHR Directorate and works collaboratively with counterparts across NSF's directorates for the improvement of STEM education. Additional responsibilities include: (a) overseeing the management of the DGE funding portfolio, (b) preparing and justifying budget estimates to support EHR plans and vision, (c) understanding the DGE funding portfolio and its impacts on STEM education, and (d) overseeing the evaluation of proposals and recommendations for awards and declinations. Also, the DGE Division Director represents NSF nationally on issues regarding graduate STEM education and is key in fostering partnerships with other divisions, directorates, Federal agencies, the academic higher education community, and scientific and educational organizations in the US and internationally.

The successful candidate will possess a strong record of achievement and leadership in academe, government, or not-for-profit research and education endeavors that, ideally, reflects academic depth and experience in a STEM discipline. Additional desirable characteristics include one or more of the following: experience at the national level or at the university or institutional level in studying and/or shaping innovations for improvement of graduate STEM education, evidence of scholarship directed at the understanding and improvement of graduate STEM education, or administrative and managerial experience at the level of a department chair or equivalent. In addition to having a strong record of research and education accomplishments, the Division Director must be experienced and competent in technical, financial, and administrative management. He/she must work well with people from all administrative and programmatic areas, be an effective communicator, have excellent team-building skills, and act as a mentor to continuously develop the diversity of talents and skills of his or her colleagues at all levels. Finally, the Directorate seeks an individual with demonstrated success in team-building and supporting the professional growth of staff.

The qualification requirements of the position are listed below:

Executive/Managerial Requirements

1. *Leading Change*. Demonstrated ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Includes the ability to establish an organizational vision and to implement it in a continuously changing environment.
2. *Leading People*. Demonstrated ability to lead people toward meeting the organization's vision, mission, and goals. Includes the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
3. *Results-Driven Leadership*. Demonstrated ability to meet organizational goals and customer expectations. Includes the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
4. *Business Acumen*. Demonstrated ability to manage human, financial, and information resources strategically.
5. *Building Coalitions*. Demonstrated ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Professional/Technical Requirements

1. Education strongly preferred at the Ph.D. level, or equivalent professional experience, or a combination of education and equivalent professional experience, in science, technology, engineering or mathematics (STEM) and/or STEM education. Professional experience should include leading or managing programs or projects focused on graduate STEM education.
2. Recognized professional standing in the STEM and/or STEM education communities, as evidenced by a sustained record of research and professional leadership activities, some of which should focus on graduate STEM education.

3. Demonstrated knowledge of universities and other academic institutions of higher education where STEM research and/or education research is conducted. Knowledge of grants, fiscal management, and budget preparation involving research or education support activities.
4. Knowledge of education policy issues at the Federal and/or state level and knowledge of trends, issues, current research and evidence-based practices in graduate STEM education. These include knowledge of equity issues, including access to education and research opportunities.
5. Skill in building on and growing the expertise and knowledge of researchers and educators in multiple disciplines to develop and implement approaches and programs that address important crosscutting challenges in graduate STEM education.

Appointment to this Senior Executive Service position may be on a career basis or on a one- to three-year limited-term basis, with a salary range of \$174,225 to \$194,516. Alternatively, the incumbent may be assigned to the position under Intergovernmental Personnel Act (IPA) provisions. Information about the IPA program is described below.

Intergovernmental Personnel Act (IPA) Assignment: Individuals eligible for an IPA assignment with a Federal agency include employees of state and local government agencies or institutions of higher education, Indian tribal governments, and other eligible organizations in instances where such assignments would be of mutual benefit to the organizations involved. Initial assignments under IPA provisions may be made for a period of up to two years, with a possible extension for up to an additional two-year period. As an IPA, the individual remains an employee of the home institution, and NSF provides funding toward the assignee's salary and benefits. Further information regarding IPA positions is available at http://www.nsf.gov/about/career_opps/rotators/ipa.jsp.

Application Instructions: You may view the vacancy announcement (EHR-EXEC-2021-0003) for this position at **USAJOBS:** <https://www.usajobs.gov/GetJob/ViewDetails/612319200>. The position is scheduled to close on December 15, 2021.

General inquiries should be directed to dge-dd-search@nsf.gov. Rosalyn Hobson Hargraves at (rhargrav@nsf.gov).

NSF is an equal opportunity employer committed to employing a highly qualified staff that reflects the diversity of our nation.